



Department of Planning, Building and Code Enforcement

Project Title: _____ Plan Check #: _____
Project Address: _____

SPECIAL INSPECTION AND TESTING

To applicants of projects requiring Special Inspection or Testing per Chapter 17 of the California Building Code.

BEFORE A PERMIT CAN BE ISSUED: The owner or his representative, on the advice of the responsible Project Engineer or Architect, shall complete, sign and submit two (2) copies of this form and the structural tests and inspection schedule to this Division for review and approval.

The owner and his general contractor, where applicable, shall also acknowledge the following conditions applicable to Special Inspection and/or Testing.

1. Contractor is responsible for proper notification to the Inspection or Testing agency for items listed.
2. Only the testing laboratory should take samples and transport them to their laboratory.
3. Copies of all laboratory reports and inspections are to be sent directly to this Division by the Testing agency on a weekly basis.
4. Inspection agency to submit names and qualifications of on-site special inspectors to this Division for approval. Submission of qualifications is not required when the agency utilizes the inspectors who are pre-approved by the City. See Item #10 below.

The agency must provide each special inspector with an identification badge that indicates the following:

1. Name of Inspector
 2. Photo of Inspector
 3. The specific areas in which the inspector is qualified to inspect
 4. An authorization signature by the registered engineer who is a full-time employee of the agency
 5. The special inspector shall display his/her badge whenever performing the function of an inspector
5. The special inspector is responsible to the Chief Building Official for immediate notification of any concerns and/or problems encountered.
 6. It is the responsibility of the contractor to review the Building Division approved plans for additional inspection or testing requirements that may be noted. A pre-construction conference at the job site is recommended to review special inspection procedures.
 7. The special inspector shall use only Building Division approved drawings.
 8. **BEFORE AN OCCUPANCY PERMIT CAN BE ISSUED:** The Inspection agency shall submit a statement that all items requiring testing and inspection were fulfilled and reported. Those items not tested and/or inspected shall be noted in this statement. Copy of statement to be maintained at the job site for Building Inspector's review prior to final inspections.
 9. Attach a City approved matrix list from the Special Inspection Agency for all special inspectors showing inspection areas for which they are qualified by experience and appropriate certifications (see enclosed). This will be cross checked with the list currently residing in our office, to make sure all special inspectors are approved by the City.

ACKNOWLEDGEMENT:

Owner: Print: _____	Sign: _____	Date: _____
Special Inspection Agency:		
Print: _____	Sign: _____	Date: _____
Contractor:		
Print: _____	Sign: _____	Date: _____
Project Engineer/Architect:		
Print: _____	Sign: _____	Date: _____
Approved by Chief Building Official:		
Print: _____	Sign: _____	Date: _____

Filing Instructions:

1. Permit File 2. Field set of Plans 3. Office set of Plans 4. Supervising Field Inspector

STRUCTURAL TESTS AND INSPECTION SCHEDULE

(Per California Building Code, Section 1704, 1705 or 1708) Plan Check # _____

Prior to issuance of a building permit, the Owner, on the advice of the Architect or Engineer, shall complete, sign and submit this form to the Building Official.

Project Name_____
Testing/Inspection Agency_____
Project Address_____
Signature & Title of a Responsible Employee of the Testing Agency_____
Owner's Name (Print)_____
(Signature)_____
Date

hereby certifies that the Testing/Inspection Agency named above has been engaged to perform structural tests and inspection during construction, as checked below, to satisfy all applicable portions of the Building Code.

Prior to issuance of an occupancy permit, the Inspection Agency shall submit a statement that all items of designated work performed were reported. Any items checked but not tested or inspected will be noted and explained.

Whenever any designated items on this list are ready for sampling, testing or inspection, it shall be the responsibility of the Contractor to give timely notice to the Inspection Agency so that the required services may be performed.

REINFORCING STEEL:

- ____ Tensile & Bend, one set per heat per ____ tons
 ____ Inspection of Placement
 ____ Inspection of Welding

MASONRY:

- ____ Preliminary Acceptance Tests (Masonry Units, Wall Prisms)
 ____ Subsequent Tests (Mortar, Grout, Field Wall Prisms)
 ____ Inspection of Grouting
 ____ Inspection of Placement & Grouting

CONCRETE, SHOTCRETE, GROUT & MORTAR:

Conc.	Shot.	Grout	Mortar	
				Aggregate Tests for Designs
				Suitability of Aggregates
				Mix Designs
				Test Panel
				Batch Plant Inspection
				Cement Grab Sample
				Inspect Placing
				Compression Tests
				Cast Specimens
				Pick-Up Samples
				Shrinkage Bars
				Yield Check
				Air Check
				Dry Unit Weight

PRECAST/POST-TENSIONED CONCRETE:

- ____ Reinforcing Tests
 ____ Inspection of Reinforcing Placement
 ____ Tendon Tests
 ____ Inspection of Tendon Placement
 ____ Inspection of Concrete Placement
 ____ Inspection of Concrete Batching
 ____ Inspection of Panel Attachments & Inserts
 ____ Compression Tests
 ____ Inspection of Stressing/Transfer

PILING, CAISSONS, CAPS, TIES:

- ____ Inspection of Reinforcing Placement
 ____ Inspection of Concrete Placement
 ____ Inspection of Concrete Batching

UNDERPINNING:

- ____ Inspection of Steel Fabrication
 ____ Inspection of Reinforcing & Forms
 ____ Inspection of Concrete Placement
 ____ Inspection of Tiebacks

STRUCTURAL STEEL:

- ____ Sample & test (list specific members below)
 ____ Shop Identification & Welding Inspection
 ____ Shop Ultrasonic Inspection
 ____ Shop Radiography
 ____ Field Welding Inspection
 ____ Field Bolting Inspection
 ____ Field Ultrasonic Inspection
 ____ Field Radiography
 ____ Metal Deck Welding Inspection

ASPHALTIC CONCRETE:

- ____ Mix Designs
 ____ Inspection of Batch Plant
 ____ Core/Test
 ____ Field Inspection
 ____ Suitability Tests
 ____ Specific Gravity
 ____ Asphalt Content
 ____ Sieve Analysis
 ____ K Factors
 ____ Stabilometer Valve
 ____ Swell

INSULATING CONCRETE:

- ____ Sample & Tests
 ____ Unit Weights

FIREPROOFING:

- ____ Inspection of Placement
 ____ Density Tests
 ____ Thickness Tests
 ____ Inspect Batching

FILL MATERIAL:

- ____ Acceptance Tests
 ____ Moisture-Density Determination
 ____ Field Density

ROOFING:

- ____ Inspection of Placement
 ____ Sample & Tests

STRUCTURAL WOOD:

- ____ Inspection of Fabrication
 ____ Inspection of Truss Joist Fabrication
 ____ Sample & Test Components
 ____ Inspection of Glu Lam Fabrication

OTHERS:

- ____ Epoxy Anchors
 ____ Anchor Bolts Installed in Concrete

Seismic Resisting Elements (Periodic Special Inspection is required, UON):

Structural Wood:

- ☐ Field Gluing (continues inspection)
- ☐ Nailing and Bolting
- ☐ Anchoring and Other Fastening; Specify Here:

Cold-formed Steel Framing:

- ☐ Screw Attachment
- ☐ Bolting
- ☐ Anchoring of Other Fastening; Specify Here:

Storage Racks and Access Floors:

- ☐ Anchorage of Access Floor
- ☐ Anchorage of Storage Rack 8 feet or Greater

Erection and Fastening of Architectural Components:

- ☐ Exterior Cladding
- ☐ Interior and Exterior Nonbearing Walls
- ☐ Interior and Exterior Veneer

Fastening of Mechanical and Electrical Components:

- ☐ Electrical Equipment for Emergency or Standby Power
- ☐ Anchorage of Other Electrical Equipment in Seismic Design Category E or F
- ☐ Installing of Piping System
- ☐ Installing of HVAC Duct Work

Specify if Other Tests, Inspections or Special Instructions are required for the Project.



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CONTRACTOR'S STATEMENT OF RESPONSIBILITY

Per Section 1706 of the 2007 California Building Code, the contractor responsible for the construction of a main wind or seismic force resisting system, designated seismic system or a wind or seismic resisting component listed in the statement of special inspections (structural tests and inspection schedule and as noted on the Building Division approved plans) shall submit a written statement of responsibility to the Building Official and the owner prior to the commencement of work on the system or component.

To comply with the requirements of Section 1706, the contractor acknowledges the following:

1. The contractor is aware of the special requirements contained in the statements of special inspections (structural tests and inspection schedule and as noted on the Building Division approved plans) prepared by the engineer of record or the registered design professional per the requirements of Section 1705 of the 2007 CBC.
2. Control will be exercised to obtain conformance with the construction documents approved by the Building Official.
3. The contractor has procedures for exercising control within the contractor's organization, the method and frequency of reporting, and the distribution of the reports.

Provide a brief description of the procedure:

4. The contractor has the qualified personnel to exercise such control.

Specify the name (s) of the person (s) exercising such control and a brief description of their qualifications:

ACKNOWLEDGEMENT:

Contractor:

Print: _____ Sign: _____ Date: _____

SAMPLE MATRIX
INSPECTOR QUALIFICATION MATRIX

Inspector Name	Date of Hire	RC *	SM *	PC *	SSW	FP
Inspector A	05/04/99	X	X	I-T	I-T	
Inspector B	07/31/98	X	X			
Inspector C	10/01/00	X	X	X	X	
Inspector D	10/01/00	X	X	I-T	I-T	X
Inspector E	10/01/00	X	X	I-T		
Inspector F	08/01/01	X	X		X	
Inspector G	01/11/01				I-T	
Inspector H	06/17/99	X	X		I-T	
Inspector I	09/22/99				I-T	
Inspector J	06/26/00	X	X	I-T	I-T	
Inspector K	10/16/00	X	X		X	

Legend:

RC= Reinforced Concrete
SM= Structural Masonry
PC= Prestressed Concrete

SSW= Structural Steel & Welding
FP= Fireproofing

I-T= In training as lacking certification and/or experience
X= Meets experience and certain certification criteria
*= American Concrete Institute (ACI) Grade 1 - is required

RECOGNIZED SPECIAL INSPECTION & TESTING AGENCIES

Updated: September 12, 2008

Key: RC=Reinforced Concrete
SS=Structural Steel Welding/Bolting

PC=Prestressed / Post-tensioned Concrete SM=Structural Masonry
FP=Spray-Applied Fireproofing

Agency Name	HQ Address	Phone/Fax	RC	PC	SM	SS	FP	EXPIRATION DATE
Berlogar Geotechnical Consultants	5587 Sunol Boulevard Pleasanton, CA 94566	(925) 484-0220 (925) 846-9645	X	X	X	X		3/4/2011
Biggs Cardosa Associates, Inc.*	1871 The Alameda, Suite 200 San Jose, CA 95126	(408) 296-5515 (408) 296-8114	X	X	X	X		1/15/2011
B.S.K. Associates	1181 Quarry Lane, #300 Pleasanton, CA 94566	(925) 462-4000 (925) 462-6283	X		X	X	X	12/31/2008
Capex Engineering Inc.	571 Seville Place Fremont, CA 94539	(510) 668-1815 (510) 490-8690	X	X	X	X	X	9/9/2011
Consolidated Engineering Labs	2001 Crow Canyon Rd, Suite 100 San Ramon, CA 94583	(925) 314-7100 (925) 855-7140	X	X	X	X	X	5/13/2011
Construction Materials Testing, Inc.	2278-F Pike Court Concord, CA 94520-1252	(925) 825-2840 (925) 682-7953	X	X	X	X	X	5/13/2011
Construction Testing Services	2142 Rheem Drive, Suite E Pleasanton, CA 94588	(925) 462-5151 (925) 462-5183	X	X	X	X	X	12/31/2008
Construction Testing & Engineering, Inc.	242 West Larch Road, Suite F Tracy, CA 95304	(209) 839-2890 (209) 839-2895	X	X	X	X	X	12/31/2008
Dynamic Consultants Inc.	1300 Space Park Way Mountain View, CA 94043	(650) 967-6982 (650) 967-6955	X	X	X	X	X	3/4/2011
D&M Consulting Engineers	12 Thomas Owens Way Monterey, CA 93940	(831) 372-3716 (831) 372-7481	X	X	X	X		2/5/2011
ES Geotechnologies	446 South Hillview Drive Milpitas, CA 95035-5464	(408) 934-9302 (408) 946-4569	X	X	X	X	X	6/3/2011
ENGEO Incorporated	2401 Crow Canyon Rd., Suite 200 San Ramon, CA 94583-1545	(925) 838-1600 (925) 838-7425	X	X	X	X	X	5/13/2011
Forsythe Engineering Consultants*	1760 Industrial Way, Suite 1 Napa, CA 94558	(707) 259-1292 (707) 259-1393	X		X	X	X	5/13/2011
HP Inspections	690 Sunol Street, Bldg. H San Jose, CA 95126	(408) 288-8460 (408) 271-0902	X	X	X	X	X	11/30/2010
Inspection Services Inc.	Pier 26 The Embarcadero San Francisco, CA 94105	(415) 243-3265 (415) 243-3266	X	X	X	X	X	12/31/2008
KC Engineering Co.	865 Cotting Lane, Suite A Vacaville, CA 95688	(707) 447-4025 (707) 447-4143	X	X	X	X		10/31/2010
Kleinfelder Inc.	7133 Koll Center Parkway, #100 Pleasanton, CA 94566	(925) 484-1700 (925) 484-2977	X	X	X	X	X	12/31/2008
Korbmacher Engineering Inc.	480 Preston Court, Suite B Livermore, CA 94551	(925) 454-9033 (925) 454-9564	X	X	X	X	X	8/31/2011
Krazan and Associates Inc.	545 Parrott Street San Jose, CA 95112	(408) 271-2200 (408) 271-2201	X	X	X	X	X	12/31/2008
MatriScope, Inc	3102 Industrial Boulevard West Sacramento, CA 95691	(916) 375-6700 (916) 375-6702	X	X	X	X	X	12/31/2008
Nicholas Engineering Consultants*	6743 Dublin Boulevard, #15 Dublin, CA 94568	(925) 829-8090 (925) 829-0235	X	X	X	X	X	12/31/2008
Ninyo & Moore	1956 Webster Street, Suite 400 Oakland, CA 94612	(510) 633-5640 (510) 633-5646	X	X	X	X	X	12/31/2008
PSI	365 Victor Street, Suite C Salinas, CA 93907	(831) 757-3536 (831) 757-6265	X	X	X	X	X	12/31/2008
RES Engineers, Inc.	150 North Wiget Lane, Suite 204 Walnut Creek, CA 94598-2434	(925) 932-4600 (925) 932-4625	X	X	X	X	X	6/3/2011
Signet Testing Laboratories	3121 Diablo Avenue Hayward, CA 94545	(510) 887-8484 (510) 783-4295	X	X	X	X	X	12/31/2008
Smith-Emery Company	P.O. Box 880550, Hunters Point Shipyard, Building 114 San Francisco, CA 94188	(415) 642-7326 (415) 642-7055	X	X	X	X	X	12/31/2008
Stevens Ferrone & Bailey	1470 Enea Circle, Suite 1551 Concord, CA 94520	(925) 688-1001 (925) 688-1005	X	X	X	X	X	4/8/2011

RECOGNIZED SPECIAL INSPECTION & TESTING AGENCIES, Continued

Summit Associates	2300 Clayton Road, Suite 1380 Concord, CA 94520	(925) 363-5560 (925) 363-5511	X	X	X	X	X		5/13/2011
Terrasearch Inc.	322 Piercy Rd. San Jose, CA 95138	(408) 362-4920 (408) 362-4926	X	X	X	X	X		1/15/2011
Testing Engineers Inc.	2811 Teagarden Street San Leandro, CA 94577	(510) 835-3142 (510) 834-3777	X	X	X	X	X		1/15/2011
Twining Laboratories, Inc.	2527 Fresno Street Fresno, CA 93721	(559) 268-7021 (559) 268-7126	X	X	X	X	X		12/31/2008
Valley Inspection	326 Woodrow Avenue Vallejo, CA 94591	(707) 552-7037 (707) 552-7022				X	X		9/9/2011

Agencies have not been evaluated for geotechnical special inspection or for nondestructive testing. Agencies may not be qualified to perform all aspects of special inspection. Agencies may have offices in more than one location. Other agencies may be approved by local jurisdictions.

* Agency Subcontracts Laboratory Services